

Skills in Demand

in Today's Job Market

By Jim Robson

In times of economic turbulence, competition for jobs is very intense. To stand out from the crowd you must have the skills and qualities that employers want to secure the job you want. Fortunately, you likely have these skills to some degree already. You can work to develop any you lack and strengthen those that are weak.

Employers consistently say they want workers who can write and speak clearly. Often they complain that good communication skills are exactly what many job seekers lack. Find practice and training opportunities to brush up on your speaking, reading, and writing skills. There are inexpensive classes available at a community college or your local public school district that can sharpen your communication skills or other skills you want to build up.

You may notice from the list at the right that many of the most sought-after qualities are “people” skills. Employers want to hire people that are friendly, easy to get along with, and team-oriented. Employers also look for workers that can see a problem coming, and solve it.

Your first few days and months on the job are critically important, first impressions do matter. Be on time, enthusiastic, and willing to work hard. Employers want workers who listen to and understand directions, are organized, and complete their assignments on time. The Utah Department of Workforce Services offers job-readiness workshops that can help you develop employment skills—check with your local office. Skill development is a lifelong journey enhanced by training, practice, and experience. ©



Most Wanted by Employers:

- Communication skills (written, verbal, listening)
- Strong work ethic / motivation
- Teamwork skills (works well with others)
- Initiative
- Analytical skills
- Computer skills
- Flexibility / adaptability
- Interpersonal skills (relating well to others)
- Problem-solving skills
- Technical skills

Source: National Association of Colleges and Employers.



For more information:

- <http://online.onetcenter.org/skills>
- http://www.quintcareers.com/job_skills_values.html
- <http://www.jobs.utah.gov/jobseeker/workshops/>